



First Aid Policy 2023-2025

Approved by: Ian Peters

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is the School Nurse, supported by designated lead first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
 - o Ensuring that an ambulance or other professional medical help is summoned when appropriate
 - o Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
 - o Sending pupils home to recover, where necessary
 - o Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
 - o Carrying a radio at all times while on site.
 - o Ensuring they are contactable while responsible for offsite visits.

Our school's appointed persons and first aiders names will also be displayed prominently around the school.

3.2 The governing board/trustees

The governing board/trustees have ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

3.3 The Principal

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Undertaking, or ensuring that managers undertake risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Principal or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of the appointed person or a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The appointed person or first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, an appropriate member of staff will contact parents immediately
- The appointed person/first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Any medication required (inhalers, tablets etc)
- If a student requires medication during the trip a trained medication administrator must be in attendance on the trip.
- Parents' contact details

Risk assessments will be completed by the appropriate staff member, prior to any educational visit that necessitates taking pupils off school premises.

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There will always be at least one first aider on school trips and visits.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

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No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- Reception (at the desk)
- The school hall (Kitchen annexe)
- Design and technology classroom
- By the North Door
- Cookery classroom
- Maintenance workshop.
- The school kitchens
- School vehicles

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the appointed person/first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form filed in the medical room.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The principal or appointed person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The principal or appointed person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

The most appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day as soon as reasonably practical.

6.4 Reporting to ISA and child protection agencies

The Principal will notify the Independent Schools' Authority of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Safeguarding lead will also notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Principal every 2 years

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of Medication
- Safeguarding policy
- Wellbeing and Mental Health Strategy

10. Appendices

1. LVS Staff with current First Aid qualification

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Appendix 1



LVS Oxford

LVS OXFORD STAFF WITH FIRST AID QUALIFICATIONS

NAME	EXTENSION	POSITION	RENEWAL
BULFORD, Rosemary		HLTA	03/09/2026
EDWARDS, Samantha		Sodexo	03/09/2026
FOX, Gayle		LSA	03/09/2026
HINKES, Caroline		Cover Teacher	03/09/2026
KEEN, Debbie		LSA	03/09/2026
PORTER, Amanda		Teacher	03/09/2026
RULE, Clare*		Health and Wellness Lead	16/06/2025
STROUTS, Bruce		Therapy Assistant	03/09/2026
TITCOMBE, Sebastian*		Estates	03/09/2026
WHEELER, Ben*		Estates Manager	05.04.2024
WHORTON, Lucy		Teacher	03/09/2026

Mental Health First Aider

TILLYER, Natasha		HLTA	13.04.2025
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*Completed 3 day First Aid course

Appendix 2

Report Number (consecutive)

Report Number (consecutive)

+ Accident Record

1. About the person who had the accident

Name _____
Address _____
_____ Postcode _____
Occupation _____

2. About you, the individual filling in this record

If you did not have the accident write your address and occupation.

Name _____
Address _____
_____ Postcode _____
Occupation _____

3. Details of the accident (Continue on the back of this form if you need to)

When it happened. Date ____ / ____ / ____ Time _____
Where it happened. State location _____

How did the accident happen? _____

Give the cause if possible _____

If the person who had the accident suffered an injury, give details _____

4. Sign and date

Person filling in the record.
Print Name _____ Sign _____ Date ____ / ____ / ____
Person who has had the accident (as confirmation they agree the accident has been recorded accurately).
Print Name _____ Sign _____ Date ____ / ____ / ____

5. For the employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
How was it reported? _____
Print Name _____ Sign _____ Date ____ / ____ / ____